

# INTERVIEW TIPS

PREPARATION FOR LANDING THAT  
PERFECT NEW HIRE



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# 02- QUESTIONS TO ASK TO QUALIFY A CANDIDATE

## TRANSLATE REQUIREMENTS INTO INSIGHTS

The main goal of an interview is to determine a candidate's fit for a particular role. To accomplish this, many hiring managers often get caught up in asking theoretical questions like, "*where do you see yourself in 5 years?*" - without really knowing how an answer will translate to applicable experience to qualify a candidate. Instead, interviewers should focus on the requirements of the role and ask questions that speak directly to a candidate's background.

For example, if a role requires 5+ years of experience in leadership, instead of a simple, "*Do you have 5 years of leadership experience?*" a hiring manager should ask:

- What is your leadership style?
- How do you typically approach a difficult conversation with a direct report?
- Tell us about a time you had to advocate for someone on your team. What was the process? What did you accomplish?
- If we asked your most recent team what kind of manager you are, what would they say?
- What is your favorite part about leadership? How about your least favorite part?

These qualifying questions will give you much better insight into a candidate's expertise and will help you determine their overall fit for the role.

# 03- QUESTIONS TO ASK TO QUALIFY A CANDIDATE

## TRY IT YOURSELF

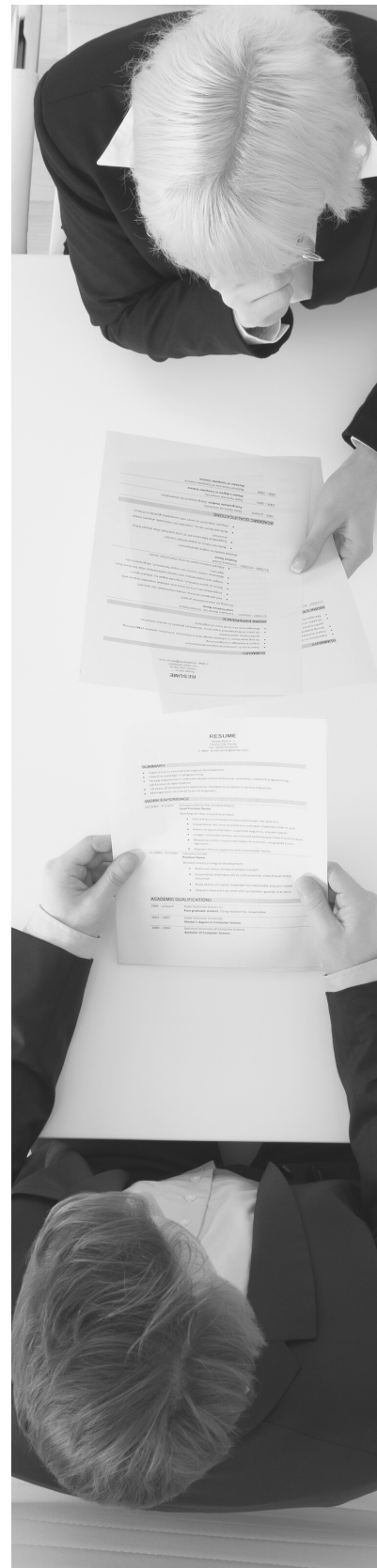
Leverage this strategy to help translate the requirements of your open req into into insightful interview questions.

1. List out your must-have requirements for the role.
2. Reverse these statements into questions.
3. Then, change the questions so that they require more than a yes/no answer. I.e. instead of *"Do you have this experience?"* say, *"Walk us through your experience in this area."*

## STANDARD QUESTIONS

This set of questions are standard to interviews covering almost all types of roles - here's how we would update them given the strategy above.

- *"Do you have a bachelor's degree?"* Changes to, **"Tell us about what sort of education you have that would benefit you in this role."**
- *"Have you ever worked in a team setting?"* Changes to, **"What is typically your role within a team setting? How do you contribute to the greater goal of the team?"**



# 04- GENERAL QUESTIONS FOR DETERMINING FIT

“ *Can you tell me more about...* ”

No matter the position, this list of general hiring questions can help you uncover more information about your candidate, ultimately helping you make a more informed hiring decision.

## CAREER DISCOVERY QUESTIONS

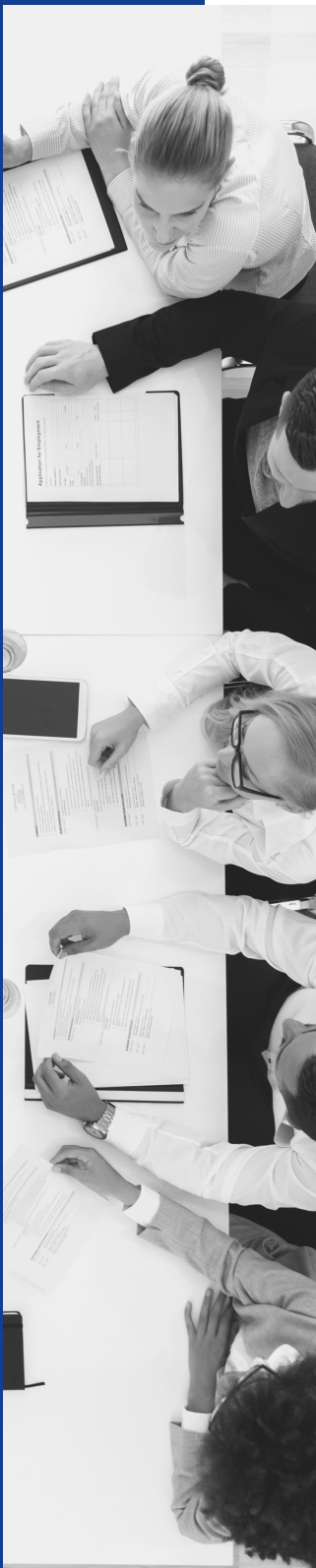
- What attracted you to your current company?
- Why are you interested in working for this company?
- How do you see yourself fitting in at this company?

## UNDERSTANDING THEIR MOTIVATORS

- Why do you want to leave your current position?
- What do you like about what you are doing today?
- What would you change if you could?

## QUESTIONS TO DRAW RESPONSE

- Why should we hire you over other candidates?
- What questions do you have for me?



# 05 - PREPARE TO COVER THESE TOPICS

A well-prepared candidate will always have a set of questions they'll ask of the interviewer. In today's job market, an interview is equal parts determining a candidate's fit for a role, and determining a candidate's desire to work for a given company. As a hiring authority, it's important that you prepare.

## COMMON QUESTIONS A CANDIDATE MAY ASK A HIRING MANAGER

### **Strengths of the Company and Role**

- What is this company's competitive advantage?
- What attracted you to working here?
- What do you like about working at this company today?
- What are some recent "wins" for the company? What about any cool, new projects?
- What are the growth opportunities of this position?

### **Potential Challenges of the Company and Role**

- Why is this job open?
- What would you change about this company if you could?
- What challenges will the person in this role face?
- Where does this company stand in the marketplace? How do they compare to the competition?

# 06 - CLOSING AN INTERVIEW



## LET THE CANDIDATE ASK QUESTIONS

As soon as you have covered what you deem necessary, open up the floor to the candidate to ask their own questions. Let them know their potential fit, concerns you may have, positives you took away from the conversation, etc.

## DISCUSS NEXT STEPS

Be transparent with the candidate about other interviews you have scheduled and how soon you want this role onboarded. Give them a timeline on when they should expect to hear from you, complete with an explanation on the process and next steps they should expect if they make it to the next round. This not only provides an open and honest flow of communication, but it also leaves a very positive impression of you as an employer.

## ENDING THE CONVERSATION

Always end an interview on a formal but sincere note. Thank them for their time and repeat your commitment to follow up.

# 07 - RESOURCES

## SUPPORT IN THE INTERVIEW PROCESS

The best insurance for a smooth interview is to ensure you have backup, and why not trust the experts? At Blue Signal, we mean it when we say we're your partner in the process. We will help coach you through interview best practices, customized to your company and the open role at hand.

[Visit our client page](#) for more information on the services we offer hiring managers, or contact us at [bluesignal.com](https://bluesignal.com).

## ADDITIONAL TOOLS

Leverage these strategies cited by some of the best in the business:

- [Strategies of Effective Interviewing](#) - Harvard Business Review
- [9 Tips on Conducting Great Interviews](#) - Forbes
- [Interviewing Candidates for Employment](#) - SHRM

